



ARIZONA FIRE & MEDICAL AUTHORITY

BUDGET AND FINANCE COMMITTEE

MEETING MINUTES

Tuesday, February 18, 2020

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Committee Chairperson Miller called the meeting to order on Tuesday, February 18, 2020, at 2:08 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375.**

Members Present: Committee Chairperson Dawn Miller and Committee Members John Crawford and Diane Price (telephonically)

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Division Chief Brad Puckett, Division Chief Rob Helie, Battalion Chief John Teixeira, Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: N/A

Public Comment: None

Media Present: None

Guests Present: North County Fire & Medical District Board Chairman David Wilson
Board Members Richard Bookie and Tony Sambol

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of January 21, 2020.

Committee Member Crawford moved that the Budget and Finance Committee Meeting Minutes of January 21, 2020 be approved. Committee Chairperson Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

- B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for January 2020, and forward to the full Boards for approval.

Diane Goke, Finance Manager presented the December 2019 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members. Ms. Goke noted that the ambulance receivable report is not yet complete for January 2020 but should be complete by the AFMA Governing Board meeting on February 25, 2020. Ms. Goke stated that to date, there have been 959 Ambulance Membership Subscriptions sold. The County assessed values have been received and the South County Fire & Medical District saw an increase of 6%, and the North County Fire & Medical District saw an increase of 5%.

In response to an inquiry, Ms. Goke noted that all wildland billing has been paid.

Committee Member Crawford moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the January 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to the following: Register of Checks, Warrants, & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Committee Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

- C. Review Fiscal Year 2020/21 Budget Development Schedule

Diane Goke, Finance Manager presented the Fiscal Year 2020/21 Budget Development Schedule and answered any questions from Board Members. Ms. Goke clarified that the South County Fire & Medical District Town Hall meeting will be held on March 25, and the North County Fire & Medical District Town Hall meeting will be held on March 26, 2020.

D. Discuss Grant Fund Expenditure – Thermal Imaging Cameras, and forward to the full Board for approval.

Brad Puckett, Division Chief – Support Services stated that in September 2019, the Authority was awarded a Gaming Grant for Public Safety from the Tohono O’Odham Nation in the amount of \$20, 187 for the purchase of two thermal imaging cameras (TIC).

Since the time of the grant submittal the cost of the TIC has gone down, and the full award of \$20,187 would allow the Authority to purchase three TIC’s. However, approval to increase the number of cameras purchased must come from the tribe prior to purchase.

Division Chief Puckett noted that the Authority is realizing savings by trading in the older version cameras currently in inventory. The new cameras will be the same make and model as the cameras purchased in September, and all front-line apparatus will have the same equipment.

Committee Member Crawford moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Grant Fund Expenditure for Thermal Imaging Cameras, in a project amount not to exceed \$20,187. Committee Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

E. Discuss Capital Improvement Plan Expenditures – personal protective equipment (swift water rescue, wildland and safety vests), and forward to the full Board for approval.

Rob Helie, Deputy Chief – Emergency Services Division and John Teixeira, Battalion Chief presented the Capital Improvement Plan Expenditures for various personal protective equipment. Deputy Chief Helie and Battalion Chief Teixeira demonstrated the swift water rescue equipment being discussed. Swift water rescue equipment includes specialized helmets, vests, ropes, flotation devices, and specialized throw bags. This request will allow for an adequate amount of personal floatation devices and helmets for each member of the crew and one extra for the patient.

Deputy Chief Helie and Battalion Chief Teixeira demonstrated the wildland equipment and pants being discussed. Wildland fires happen fairly frequently throughout the Authority as many urban areas bump up against rural areas. As development continues into the rural areas, incidents of wildland fires may increase. Therefore, there is a potential for all units to respond to wildland fires. Wildland equipment (helmets, shirts, and pants) are not as heavy as regular turn out equipment used on structure fires, as crews need to be more mobile.

In response to an inquiry, Deputy Chief Helie clarified that the wildland pants are issued to each member of the personnel to ensure a good fit, as these pants are also worn by many Emergency Medical Services personnel.

Deputy Chief Helie and Battalion Chief Teixeira demonstrated the traffic safety vests being discussed. First responders use traffic safety vests quite frequently and many of our crews work on main interstates such as the I-10, Loop 303 and the Hunt Highway often times at night with traffic traveling at speeds in excess of 70 mph. The vests being requested have brighter reflectors for greater visibility, are more durable, and allow for custom branding.

Committee Member Price moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Capital Improvement Plan expenditures for personal protective equipment in a total project cost not to exceed \$52,000. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

F. Discuss Fire Station 232 Renovation Architectural and Engineering Contract.

Rob Biscoe, Fire Chief, stated that the request before the Governing Board was to approve a budget in an amount not to exceed \$110,000 for the initial architectural, design, and engineering consultant services, to be performed by Perlman Architects of Arizona (Perlman).

The Fire Station 232 Remodel Project is broken down into seven main phases.

- Phase 1 – Creating Schematics & Conceptual Designs – Completed
- Phase 2 – Architectural Firm under Contract – Completed
- Phase 3 - Architectural & Engineering Consultant Services Budget – Pending
- Phase 4 – Hire Construction Contractor (Board Approval)– Future
- Phase 5 – Final Design and Construction Budget (Board Approval) – Future
- Phase 6 – County Permit Process – Future
- Phase 7 – Construction Begins – Future

Fire Station 232 Tours will be held on Tuesday, February 19, 2020 at 10:00 a.m., for Board Members to ask questions of staff and to better understand and visualize the needed renovations.

Discussion ensued relating to the opportunities provided to the Governing Board relating to providing feedback on station designs and the opportunities for discussion relating to

the renovation project.

Board Member Bookie stated that he attended a seminar provided by Perlman at the Arizona Fire District Association (AFDA) Conference and stated that he was quite impressed by the company and the experience they had in designing and building fire stations.

Committee Member Crawford moved that the Budget and Finance Committee recommend the Arizona Fire & Medical Authority Governing Board approve the Fire Station 232 Architectural & Engineering Consultant Services budget for a total amount not to exceed \$110,000. Committee Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price

NAYS: None

ABSENT: None

G. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager provided an update to the Governing Board on the existing and planned grant applications, noting that the Authority was awarded a Federal Emergency Management Agency (FEMA) Assistance to Firefighter Grant (AFG) relating to the Virtual Incident Command Center (VICC) Training in the amount of \$49,334. In addition, the Authority was granted a donation from Tuft & Needle of 16 XL twin mattresses to be used in the fire stations. This donation totaled \$6,400.

Staff has submitted a grant application to the U.S. Department of Homeland Security for advanced CyberSecurity Training relating to protecting and mitigating cybersecurity attacks and threat on our IT infrastructure. Ms. Musselman noted that FEMA's AFG grant priorities for 2020 are related to cancer prevention and awareness and the Authority is currently looking at partnering with other west side departments to apply for regional grants.

In response to an inquiry, Chief Biscoe noted that notice of award of participation for the ET3 Model of emergency service delivery, backed by Medicare, is still pending.

Board Member Price left the meeting at 3:07 p.m.

3. **SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS**

There were no suggested items.

4. **ADJOURNMENT**

The meeting adjourned at 3:09 p.m.

Dawn Miller

Dawn Miller (Jun 30, 2020 17:05 PDT)

Dawn Miller, Committee Chairperson

APPROVED

February 18 2020 Minutes - Budget and Finance Committee Meeting

Final Audit Report

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